

**OFFICE USE ONLY**Work Study Eligible: ☐ Yes ☐ No

Hiring Department: \_\_\_\_\_

**Student Staff Application**

Please complete both sides of the application.

WORK STUDY RECIPIENTS ARE GIVEN PRIORITY WHEN HIRING.

Completing an application does not guarantee being hired.

Application Date: \_\_\_\_\_

Work Study (Yes or No): \_\_\_\_\_

Name: \_\_\_\_\_

Campus Address (if known): \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Expected Year of Graduation: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Cell/Local Phone Number: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

***Are you considering graduate school in Library and Information Science and/or a career as a librarian?*** ☐ Yes ☐ No**WORK HISTORY:**

Have you ever worked in a library? If so, what were your duties?

Is there a specific area of the library in which you would be interested in working? (see job descriptions on library website)

List your most recent job experience (paid or volunteer):

Where?	Position?	How long?	Responsibilities?

**Name:** \_\_\_\_\_

**Schedule Availability for Term:** Fall Winter Spring (circle one)

Applications need to be updated each term.

1. Use an "X" to indicate **all hours you are available to work** this term. Preferred shifts should be included in the space below the chart.
2. Write "class" where one is scheduled.
3. Include any extracurricular activities and other obligations. If something doesn't easily fit into the schedule grid, please include information in the space below the chart.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:30 – 8:20	7:30 – 8:20	7:30 – 8:20	7:30 – 8:20	7:30 – 8:20		
8:30 – 9:45	8:30 – 9:45	8:30 – 9:45	8:30 – 9:45	8:30 – 9:45		
10 – 11:15	10 – 11:15	10 – 11:15	10 – 11:15	10 – 11:15	9:45 – 11	9:45 – 11
11:30 – 12:45	11:30 – 12:45	11:30 – 12:45	11:30 – 12:45	11:30 – 12:45	11 – Noon	11 – Noon
1 – 2:15	1 – 2:15	1 – 2:15	1 – 2:15	1 – 2:15	Noon – 1	Noon – 1
2:30 – 3:45	2:30 – 3:45	2:30 – 3:45	2:30 – 3:45	2:30 – 3:45	1 – 2	1 – 2
4:30 – 5:20	4:30 – 5:20	4:30 – 5:20	4:30 – 5:20	4:30 – 5:20	2 – 3	2 – 3
5 – 6	5 – 6	5 – 6	5 – 6	5 – 7 pm	3 – 4	3 – 6
6 – 9	6 – 9	6 – 9	6 – 9		4 – 5	6 – 9
9 – Midnight	9 – Midnight	9 – Midnight	9 – Midnight		5 – 6	9 – Midnight

**Work Preference:** Morning Afternoon Evening Any  
(circle all that apply) Weekdays Weekends Combination

\_\_\_\_\_ **I do not have another campus job.**

\_\_\_\_\_ **I have another campus job. I am scheduled to work \_\_\_\_\_ hours/week there.**

Please note that I am not able to guarantee that you will be scheduled to work during your preferred shifts. We also cannot guarantee the number of hours for which you will be scheduled.

*Please mail application to:* Circulation Department, Thomas Tredway Library, Augustana College,  
639 38<sup>th</sup> Street, Rock Island, IL 61201

*Or email to:* [ChristineAden@augustana.edu](mailto:ChristineAden@augustana.edu)

*Or hand deliver to:* Library, 2<sup>nd</sup> floor Circulation Desk.